

CAPITAL LETTERS MUST BE USED: --

1. To begin every sentence, every line of poetry, and every complete direct quotation.
2. To begin all proper nouns and proper adjectives. ("Proper" ~~adjectives~~ is a name sometimes given to adjectives made from proper nouns, as "American plains," "the Elizabethan times," "the Chaucerian stanzas.")
3. To begin the important words in a title, *(of book, man, or anything)*
4. For the word, "I"; and for "O" *when spelled without the h.*

II. PUNCTUATION.

THE PERIOD IS USED: --

1. To show the end of a complete statement, or of a command when not exclamatory.
2. After an initial or abbreviation.

THE QUESTION MARK is used after every question.

THE EXCLAMATION MARK is used after any exclamatory word, phrase, or sentence. *(As, "Beautiful!" "To horse!" "I hate that!")*

THE COMMA IS USED: --

1. Between words, phrases, or clauses of a series, when the ~~(2)~~ conjunction is omitted.
2. To set off from the rest of the sentence any part that is out of its natural order (as, "That grand wall of the lofty cliff, I admire;" but "I admire that grand wall of the lofty cliff," -- no comma.)
3. To set off from the rest of the sentence a direct quotation.
4. To set off from the rest of the sentence any word, ^h phrase, or clause that is thrown in, breaking into the natural order, but not enough for a parenthesis.

This includes words of direct address (as, "See, Cousin Martha, what I have") ; words in apposition, (as, "See Cousin Martha, our visitor.") ; or an explanation, (as, "Cousin Martha, being tired, sat down.") ; or some additional fact thrown in (as, "Cousin Martha, who lives in Worcester, is visiting us." _i)

THE SEMI-COLON IS USED: --

1. Between sentences already divided by commas; (as, "Cousin Martha, ~~who lives in Worcester, is visiting us; but Cousin Edmund, who also lives in Worcester, could not come.~~" If it were not for the comma-insets this could be written without a semi-colon; thus, "Cousin Martha is visiting us, but Cousin Edmund could not come.")
2. ~~To~~ To separate sentences that are short enough, and close enough in idea, not to need a period.

THE APOSTROPHE IS USED: --

1. Before the s that shows possession; except in the case of personal pronouns. After a plural s, the apostrophe alone is used to show possession; (as, "the ladies' hats.")
2. To show the omission of a letter, or letters.

THE HYPHEN IS USED: --

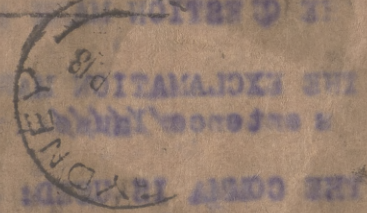
1. To separate the parts of a compound word.
2. At the end of a line when a word is divided, *there.**

* This division must always be between syllables.

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On His Majesty's Service.

GOVERNMENT PRINTING OFFICE, SYDNEY, NEW SOUTH WALES.



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